ADMINISTRATIVE SERVICES TRAINING GUIDE - ADMINISTRATIVE OFFICER
(No. 14 March 2001)

Classification by Category Every employee fits in one of the three categories of Technical Staff, Program Staff or Manager. In addition, some employees will also fall into Supervisor and/or Administrative Officer. Use the alphabetical listing to find your classification under one of the three Categories, then refer to the appropriate chart to find training for your category by function. If you are also a supervisor and/or administrative officer, then you will also use those charts.

Individual Professional Training This chart helps identify training opportunities that may improve or enhance the knowledge, skills and abilities of employees performing administrative functions. The charts for each of the three categories of Technical Staff, Program Staff and Manager are divided into the functions of All Employees, Fiscal, Asset, Personnel and Information Technology. Refer to All Employees then to any function(s) that most closely relate(s) to your duties. For further assistance, see the Definitions. Some employees may fall into more than one function.   Supervisors and administrative officers are on separate charts.

INDIVIDUAL PROFESSIONAL TRAINING - ADMINISTRATIVE OFFICER

Course			Participant Time Frames			Prerequisites	Notes
Title	Hours	Location	When	Requirement	Frequency		
JOB REQUIRED							

Job Required All Employees

Title	Hours	Location	When	Requirement	Frequency	Prerequisites	Notes
Administering and Enforcing Employee Safety Program	8	CDF/DPO	As Selected	Mandated (Other)	Once	None	
Budget Administration	2	CDF- AO workshop	Within 1st 2 years as AO*	Required	Once	None	
Budget Development	4	CDF- AO workshop	Within 1st 2 years as AO*	Required	Once	None	
Accounting Procedures	4	CDF- AO workshop	Within 1st 2 years as AO*	Required	Once	None	
Budget and Finance	2	CDF- AO workshop	Within 1st 2 years as AO*	Required	Once	None	
Purchasing Payment Certification	8	CDF Bus Svc at Unit	Prior to purchasing*	Required	Once	None	
Contracts Overview	1	CDF- AO workshop or with analyst	Within 1st 2 years as AO*	Required	Once	None	
FEPP Overview	2	CDF- AO workshop or with analyst	Within 1st 2 years as AO*	Required	Once	None	
Forms and Record Mgmt Overview	1	CDF- AO workshop or with analyst	Within 1st 2 years as AO*	Required	Once	None	

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Course			Participant Time Frames			Prerequisites	Notes
Title	Hours	Location	When	Requirement	Frequency		
Exam and certification process	2-4	CDF- AO workshop or with analyst	Within 1st 2 years as AO*	Required	Once	None	
Hiring process, position control and LT hiring	2-4	CDF- AO workshop or with analyst	Within 1st 2 years as AO*	Required	Once	None	
Progressive Discipline	4-8	CDF Academy	Within 1st 2 years as AO*	Required	Once	None	equivalency in Leadership Development
EEO /Workplace Free of Discrimination/ Sexual Harassment	8-4	Academy, Unit or AO workshop	Eight hour during 1st yr of employment*	Mandated CDF Policy	Four hours every 2 yr thereafter	None	(*)
Substance Abuse	1	CDF- AO workshop	Within 1st 2 years as AO*	Required	Once	None	equivalency in Leadership Development
Safety	2	CDF- AO workshop	Within 1st 2 years as AO*	Required	Once	None	
Workers Comp - Basic	2	CDF- AO workshop	Within 1st 2 years as AO*	Required	Once	None	
Worker Comp - Advanced w Ret to work/ Reasonable acc	2	CDF- AO workshop	Within 1st 2 years as AO*	Required	Once	None	
Respiratory Protection	1	CDF- AO workshop	Within 1st 2 years as AO*	Required	Once	None	
Labor Relations	2	CDF- AO workshop	Within 1st 2 years as AO*	Required	Once	None	equivalency in Leadership Development

REV (red marginal note alongside the table)

Job Enhancement – All Employees

Developing, Supporting, Administering a State Agency Budget	24	SAM (6000)/ Safety Skill Path/ STC #642	As Selected	Recommended	Once	None	
Drafting Adverse Actions	8	SPB	As Selected	Recommended	Once	None	
Occupational Health Program	8	Unit/CDF/DPO	As Selected	Recommended	Once	None	
The State Discipline Process	16	STC #240	As Selected	Recommended	Once	None	
Travel Expense Claims*	6	Academy	As Selected	Recommended	Once	None	

REV (red marginal note alongside the table)

NOTES: (*)   = New Department policy

The Administrative Officer Development Training Syllabus is located on the intranet in EMPLOYEE INFO, Training, CDF University

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Title	Hours	Location	When	Requirement	Frequency		

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